

## POLICY 8.10 – Vacation, Statutory Holidays and Floating Days

**Policy Category:** Personnel – Select Administrative Group Employees (SAGE)

**Subject:** Vacation, Statutory Holidays and Floating Days

**Approving Authority:** Board of Governors

**Responsible Officer:** Associate Vice-President (Human Resources)

**Responsible Office:** Human Resources

**Related Procedures:** [Procedures for Vacation, Statutory Holidays and Floating Days](#)

**Related University Policies:**

**Effective Date:** May 4, 2017

*[Amalgamates the pre-existing MAPP 8.14 – Vacation and MAPP 8.15 – Paid Holidays]*

**Supersedes:** (NEW)

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### I. PURPOSE

This Policy defines vacation and paid holiday entitlement for Select Administrative Group Employees (SAGE) members at Western. This Policy shall be interpreted in accordance with all applicable legislation including, but not limited to, the Ontario *Employment Standards Act, 2000*.

### II. DEFINITIONS

In this Policy, *active employment* and *actively at work* mean actual attendance at the work place and performing work, but are also deemed to include periods of absence from work due to vacation, jury duty, reservist leave, holidays, illness or injury for up to 15 continuous weeks, unpaid leaves of absence of two (2) weeks or less, and pregnancy, parental or other statutory leaves of absence.

### III. POLICY

#### *Vacation*

1.0 SAGE members earn vacation as follows:

- a) In the first two years of employment, at the rate of 1.25 working days for each completed calendar month of continuous regular full-time employment (up to 15 working days per year).
- b) Upon completion of two (2) full years of continuous regular full-time employment, at the rate of 1.67 working days for each calendar month of regular full-time employment (up to 20 working days per year).

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- c) Upon completion of nineteen (19) full years of continuous regular full-time employment, at the rate of 2.08 working days for each calendar month of regular full-time employment (up to 25 working days per year).

In addition, all staff members who have completed nineteen (19) full years of continuous regular full-time employment will be entitled to a special one time, additional week (five working days) of vacation.

- d) Upon completion of twenty-eight (28) full years of continuous regular full-time employment at the rate of 2.17 working days for each calendar month of regular full-time employment (up to 26 working days per year).
- 2.00 A SAGE member who has less than twelve (12) full months of active employment during any year shall receive a pro-rata portion of the vacation entitlement under the schedule of vacation entitlement set out in a) above, based on the proportion of the year that the employee was actively at work.
- 3.00 Subject to sections 1.00 and 2.00 above, SAGE members whose normal work week is less than the standard full-time work week for their job classification will earn vacation entitlement on a pro rata basis with reference to the proportion of the standard work week they are normally scheduled to work.
- 4.00 Should a paid holiday or designated paid day off as referred to below occur during a SAGE member's vacation, it will not count against the member's vacation entitlement, but will be recorded as a paid holiday instead.

### *Holidays*

- 5.00 SAGE members are granted the following paid holidays:

New Year's Day  
Family Day  
Good Friday  
Victoria Day  
Canada Day  
Civic Holiday  
Labour Day  
Thanksgiving Day  
Christmas Day  
Boxing Day  
President's Day

Western will determine the precise work day on which each of the above holidays is observed.

- 6.00 Western will designate up to a maximum of three (3) additional paid days off during the end of year holiday closing period.
- 7.00 In order to qualify for payment for a paid holiday or designated paid day off, the SAGE member must work his/her full scheduled hours of work on his/her last work day immediately before the holiday or holiday period and his/her full scheduled hours of work on his/her first work day immediately following the holiday or holiday period, unless he/she is on an approved paid leave of absence, such as vacation, on one or both of these qualifying days.
- 8.00 Subject to section 7.00 above, SAGE members shall receive their regular daily pay as holiday pay, whether they are required to work or not on the paid holiday or designated paid day off.

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- 9.00 In addition to the holiday pay provided for in section 8.00, and subject to section 7.00, SAGE members who are required to work on any of the paid holidays or designated paid days off under sections 5.00 and/or 6.00, but excluding work on the floating holidays described in section 12.00, shall be paid at the rate of one and one-half times (1 ½ X) their regular rate of pay for each hour worked or provided time off at a rate of one and one-half (1 ½) hours off for each hour worked.
- 10.00 In addition to the holiday pay provided for in section 8.00, and subject to section 7.00, and notwithstanding any other provision, SAGE members required to work on Christmas Day (December 25) or New Year's Day (January 1) shall be paid at the rate of double (2X) their regular hourly rate for each hour worked on said days or provided equivalent double time off. Where Western designates Christmas Day or New Year's Day to be honoured on days other than December 25 or January 1 respectively, the days designated under a) shall not be considered holidays for any SAGE member who works on December 25 and/or January 1.
- 11.00 After consultation with the SAGE member, Western will schedule time off for members who work on a holiday within 20 days prior to or following such paid holiday or at a time mutually agreed upon. If the time off has not been scheduled by the end of the calendar month following the holiday, Western shall pay premium payment for the work at the applicable rate, and the member shall have no further entitlement to paid time off in relation to work on that holiday.

### *Floating Days*

- 12.00 Each SAGE member will be entitled to two (2) floating paid holiday days per calendar year to be taken, at the SAGE member's request, and subject to the work requirements of the unit in which the member works. These floating days are not cumulative and must be used in each year. Any floating days not used within the calendar year will be forfeited.